

OUTPLACEMENT ANNUAL REPORT - FISCAL YEAR 1962

Items of significance that have affected the general character of the Outplacement Program during the last fiscal year are:

1. The Outplacement Service provided counselling assistance to 440 clients during the past fiscal year. This was approximately a 20% increase in workload over the previous fiscal year and the increase represented largely the influx of "701" clients during the last quarter. In addition, the percentage of "self-referrals" also increased--representing 44% (194) of the workload as contrasted to 41% (143) last year. Interesting to note that the "self-referrals" are getting more and more sophisticated in considering new "careers" in terms of seeking new broad-gauge opportunities and consequently remaining in a client status longer.
2. During this year it became apparent that the majority of the Outplacement clients were primarily interested in seeking career opportunities in other Federal agencies. As a result, all of the Outplacement counsellors have developed numerous liaison contacts throughout the Federal Government in order to have timely information on current vacancies as well as extending their knowledge of new and/or expanding Federal programs and organizations. In addition, Agency representation on various inter-departmental committees have afforded the Outplacement Program continuing opportunities, at various levels, to publicize the availability of CIA employees throughout the year. This constant "selling" has materially assisted the Outplacement Service in placing individual clients.
3. Increased emphasis was placed on exploiting the availability of assistance for the outplacement of Agency personnel through channels of CIA components dealing with U.S. industry. Both Contact Division and the Central Cover Group have informally agreed to assist Outplacement on individual cases. However, during this reporting period, only a limited number of referrals were made due to the rather narrow backgrounds and lack of interest of clients. Further negotiations will be undertaken this year in terms of assessing the full potentials of these organizations and, if deemed practical, the establishment of formal referral procedures will be undertaken.
4. Culmination of internal staff work on the Personnel Interchange Agreement proposal resulted in an internal presentation and a conference with U.S. Civil Service Commission officials. Toward the end of the fiscal year, recommendations were made to the Director of Personnel on this proposal. The need for this type of agreement continues but the means of accomplishing it remains a policy issue.
5. As a direct result of clientele and security interests, Outplacement explored the feasibility of a contract with a local employment agency principal (security cleared) to participate in an industrial placement

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assessment. A proposed contract is now under review by the General Counsel. The Office of Security has also provided Outplacement with a number of security reports on several employment agencies scattered throughout the U.S. in case Outplacement wants to utilize private employment agencies to a greater extent. This avenue will be pursued this year, if this initial contract proves beneficial.

6. Outplacement accepted the recent OTR invitation to refer clients, having either part-time or full-time teaching interests, to designated OTR officials having local institutional contacts. Several referrals were made during the last quarter. This, of course, supplements Outplacement contacts in this area.
7. Arranged with the Department of State to share their teaching vacancy data which they secured from a 400 letter campaign directed to a variety of U.S. educational institutions. Made only a limited number of referrals because CIA's "sophisticated" employees were not interested in teaching at other than highly accredited schools located on either the East or West coasts. (Institutions responding to the State Department's inquiries were largely state universities or small private schools primarily located in the Southern and Mid-western parts of the U.S.)

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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STATISTICAL SUMMARY OF OUTPLACEMENT ACTIVITIES

(1 July 1961 to 30 June 1962)

OUTPLACEMENT CASES

Total Number of Outplacement Cases Handled	440 (Including <u>92</u> "701" clients)
Cases Pending (as of 30 June 1962)	214 (Including <u>72</u> "701" clients)
Cases Closed	226

ANALYSIS BY GRADE	<u>Total No. of Clients</u>	<u>Successful Placements</u>	<u>Agency Reassigned</u>	<u>No Cont'd Interest</u>	<u>Resignees Not Placed</u>	<u>Active Cases</u>
GS-12 and above	177	38	20	5	3	111
GS-7 through GS-11	148	24	18	12	8	86
GS-6 and below	115	60		17	21*	17
Totals	440	122	38	34	32	214

EMPLOYMENT AND EXAMINATION INQUIRIES ANSWERED 1113

OUTPLACEMENT LIAISON CONTACTS

INDIVIDUAL LEAD SOURCE CONTACTS	2000 (est.)
Official Personnel Liaison Contacts	450 (est.)
Representation at Inter-departmental committees	50
Representation at Professional Conferences	3

\* Includes those moving out of area who were referred to Outplacement on their last working day which did not afford Outplacement sufficient time to furnish other than general occupational guidance.

